



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 1, 2025  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

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Please see the details below for the Administrative Council meeting date, time, and location.

**Thursday, May 1, 2025 at 9:00 a.m.**

**In-Person:**

**Cochise College Benson Center**  
**[1025 Highway 90, Benson, Arizona](#)**

**Via Zoom:**

**Zoom Link:**

**<https://us02web.zoom.us/j/82760952587?pwd=MnYlbg5CRxTlnQoA2biBKaYbjUIKRg.1>**

**Meeting ID: 827 6095 2587**

**Passcode: 557315**

**Phone-in Option:**

**Dial by your location**

**•+1 669 444 9171 US**

This meeting will be a hybrid meeting with no limitations on in-person attendance. Any Administrative Council members unable to travel to the meeting will be able to attend via Zoom. **The address above is also a link to a Google Map showing the meeting location.** If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting.

The Administrative Council Packet will be sent to members through e-mail (via a link to the packet posted on the SEAGO website) to save postage and copying costs. **We will not be mailing a hard copy of the packet unless you request one.**

If you have any questions, please call me at (520) 432-5301 Extension 202. You can also send an e-mail to [cdvertrees@seago.org](mailto:cdvertrees@seago.org).



# ADMINISTRATIVE COUNCIL AGENDA

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9:00 A.M., THURSDAY, MAY 1, 2025  
IN-PERSON AND VIA ZOOM (see Cover Letter for Zoom details)  
1025 HIGHWAY 90, BENSON, ARIZONA

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<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Brown	
<b>II. MEMBER ENTITIES' DISCUSSION</b> (Common Critical Issues)	Chair Brown	
<b>III. CALL TO THE PUBLIC</b>	Chair Brown	
<b>IV. ACTION ITEMS</b>		<u>Page No.</u>
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<b>VII. STAFF ANNOUNCEMENTS/ CURRENT EVENTS</b>	Chair Brown	N/A
<b>VIII.FUTURE AGENDA ITEMS</b>	Chair Brown	N/A
<b>IX. ADJOURNMENT</b>	Chair Brown	N/A

**DIRECTION MAY BE GIVEN TO SEAGO STAFF ON ANY ITEM ON THE AGENDA.**

Individuals with disabilities who require special accommodations or who have limited English proficiency and wish to have an interpreter may contact Diane Becerra at (520) 432-5301, extension 207 at least 72 hours before the meeting time to request such accommodations.

Individuals wishing to participate in the meeting telephonically may do so by contacting Diane Becerra at (520) 432-5301 extension 207. Contact must be made at least 48 hours before the meeting in order to obtain the call-in information. Please note that the option to participate telephonically may not be available unless requested as instructed above.

Si necesita acomodaciones especiales o un intérprete para esta conferencia, debe ponerse en contacto con Diane Becerra al número (520) 432-5301, extensión 207, por lo menos setenta y dos (72) horas antes de la conferencia.

**DRAFT MINUTES OF  
THE ADMINISTRATIVE COUNCIL MEETING  
9:00 A.M., THURSDAY, FEBRUARY 6, 2025  
VIA ZOOM  
COCHISE COLLEGE BENSON  
1025 HWY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Brown, Heath – Chair, Town of Thatcher **(Zoom)**  
Coxworth, Dan – Vice-Chair, Cochise County **(Zoom)**  
Rapier, Derek – Treasurer, Greenlee County **(Zoom)**  
Valdez, Jesus – Secretary, Santa Cruz County **(Zoom)**

MEMBERS PRESENT: Bigman, Barney – San Carlos Apache Tribe **(Zoom)**  
Fulton, Stephanie – Town of Huachuca City **(IP)**  
Hinton, Terry – Town of Duncan **(Zoom)**  
Kirschmann, Robert – City of Willcox **(IP)**  
McLachlan, Matt – City of Sierra Vista **(Zoom)**  
Pauken, Stephen – City of Bisbee **(Zoom)**  
Pedroza, Luis – City of Douglas **(Zoom)**  
Robinson, Ron– Town of Patagonia **(Zoom)**  
Volker, Greg – City of Benson **(Zoom)**  
Welker, Dustin – Graham County **(Zoom)**

STAFF PRESENT: Fowler, Kevin – Economic Development Program Manager **(Zoom)**  
Merideth, John – GIS Analyst **(IP)**  
Miller, David – Community Coordinator **(IP)**  
Osborne, Will – Community Development Program Manager **(IP)**  
Vasquez, Celeste – AAA Program Director **(IP)**  
Vertrees, Chris – Interim Executive Director/Transport Prog Manager **(IP)**

GUESTS: Kevin Adam – RTAC **(Zoom)**

## **I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS**

**Chair Brown** called the meeting to order at 9:00 a.m. At the request of **Chair Brown**, participant's In-person were introduced first followed by Zoom attendees.

## **II. MEMBER ENTITIES' DISCUSSION**

**Chair Brown** provided an update on the Town of Thatcher. Chair Brown reported that the town's 8<sup>th</sup> Street project is currently underway. Construction on a new substation in Thatcher has begun. Also breaking ground is the new Marriot Hotel, which will be the first four story building in Graham County. **Stephanie Fulton** reported on the Town of Huachuca City. Ms. Fulton thanked Chris and SEAGO for their work on the POTLUCK grant. Huachuca City's Skyline Rd. and multi-use pathway project is 99% complete. Ms. Fulton reported the Town has received bids on the pool refurbishment and is hopeful that the pool will be open Memorial Day weekend. Hunt Park renovations are continuing with new walkways, playground equipment and sport courts. Ms. Fulton spoke to the town's Veteran Memorial Park, where the town is currently selling trees and looking for grants for further improvements. Ms. Fulton also said the Town plans to make improvements to the activity center and library in the upcoming year. Huachuca City was also awarded a sports and play grant. **Robert Kirschmann** provided updates for the City of Willcox. Mr. Kirschmann mentioned two RFPs: the first for the city's bus barn and the second for engineering, design and architectural services. Mr. Kirschmann was very excited to announce that the City had its final walk through at the pool and it should be up and running this Spring. Mr. Kirschmann thanked Dan Coxworth from

Cochise County for his assistance with the City's EV charging stations. Willcox has launched an updated website. Mr. Kirschmann informed the Council on upcoming events in Willcox. **Greg Volker** provided an update for the City of Benson. Mr. Volker reported the city is working on their CDBG project and working on grants for City Hall renovations. Benson is also starting Senior Connect lunches and thanked SEAGO AAA for their help in this project. **Dan Coxworth** provided updates for Cochise County. Cochise County is currently installing EV charging stations in Willcox, Sierra Vista and Bisbee. Mr. Coxworth reported that the EPA Brownfield's grant is now out of money for land assessment, but the County still has a revolving loan program. Cochise County is currently in the process of updating its general plan. Mr. Coxworth spoke to the County's Emergency Home Repair program which began with CDBG funds and grown further with ADOH grants. Cochise County is currently working on a housing study, which will look into housing affordability and a housing needs assessment. Mr. Coxworth also reported that the County is currently having several work sessions for the two new Supervisors. **Matt McLachlan** provided updates for the City of Sierra Vista. Mr. McLachlan expressed to the member entities that are part of the San Pedro water shed that the 90-day appeal period for proposed changes begin January 8<sup>th</sup> and end on April 8<sup>th</sup>. Sierra Vista will be making 46 challenges for parcels of land. Sierra Vista's City Council approved a partnership Catholic Community Services to support the city's shelter. Sierra Vista is currently preparing for their round of CDBG funding. Mr. McLachlan stated the city's capital project currently centers around the golf course. **Dustin Welker** provided updates for Graham County. Mr. Welker thanked SEAGO for their work on the Graham County housing study. Graham County is starting the CDBG process. **Derek Rapier** provided updates for Greenlee County. Mr. Rapier stated the county is currently working on several projects, including a renovation of the fairgrounds, a new public works building, and improvements to parks. **Ron Robinson** provided updates for the Town of Patagonia. Mr. Robinson thanked Chris for his help in completing Patagonia's road project. Patagonia has awarded a contract for Rothrock Alley improvements through CDBG Colonias funding which should begin in April. Valley Telecom will be providing a fiber network in the near future. **Jesus Valdez** provided updates on Santa Cruz County. Santa Cruz County is currently working on chip sealing projects on roads within the county. Mr. Valdez also reported the County is currently starting on the budget and is coordinating with various county departments. **Barney Bigman** provided updates for the San Carlos Apache Tribe. Mr. Bigman reported the Tribe was currently working with ADOT on several projects that include several new turn lanes, Hwy 70 streetlights and EV charging stations. Mr. Bigman expressed is excitement to be working with SEAGO on the RTAC pavement overlay project. **Stephen Pauken** provided updates on the City of Bisbee. Mr. Pauken was pleased to report that the new City Hall is between 75%-80% complete and should be completed by the middle of April. Camp Naco has broken ground and has recently hired an Executive Director. Mr. Pauken also provided an update on the Hillcrest Apartments. Bisbee will continue their OOHHR program and plan to use CDBG funding at the Senior Center.

### III. CALL TO THE PUBLIC

No members of the public were present.

### IV. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the November 7, 2024 minutes

**Chair Brown** called for a motion to approve the Consent Agenda.

**MOTION: Steve Pauken**

**SECOND: Derek Rapier**

**ACTION: Unanimous**

2. Discussion and possible action to recommend approval of the proposed representative for appointment to fill Advisory Council on Aging vacancy

Celeste Vasquez presented the Administrative Council with the nomination to fill the Advisory Council on Aging vacancy.

**Chair Brown** called for a motion to recommend approval of the nomination for the Advisory Council on Aging to the Executive Board.

**MOTION: Steve Pauken**  
**SECOND: Dustin Welker**  
**ACTION: Unanimous**

3. Discussion and possible action to recommend approval of the proposed revised Advisory Council on Aging bylaws

Celeste Vasquez provided the Administrative Council with an overview of the proposed changes to the Advisory Council on Aging bylaws.

**Chair Brown** called for a motion to recommend approval of the proposed revised Advisory Council on Aging bylaws to the Executive Board.

**MOTION: Derek Rapier**  
**SECOND: Stephanie Fulton**  
**ACTION: Unanimous**

4. Discussion and possible action to recommend approval of the SEAGO Region 2024-2028 TIP Amendment #12

Chris Vertrees provided the Administrative Council an outline of the SEAGO Region 2024-2028 TIP Amendment #12.

**Chair Brown** called for a motion to recommend approval of the SEAGO Region 2024-2028 TIP Amendment #12 to the Executive Board.

**MOTION: Derek Rapier**  
**SECOND: Dustin Welker**  
**ACTION: Unanimous**

## **V. INFORMATION ITEMS**

### **A. Future Meeting Dates**

Chris Vertrees informed the Administrative Council that there will be a need for a combined Administrative-Executive Committee meeting April 3, 2025.

### **B. Quarterly Finance Report**

Chris Vertrees said that Dina Curtiss had been under the weather and that the finance report would be sent to the Administrative Council in the near future.

### **C. Community Development Report**

William Osborne gave an update on community development and was available for questions.

### **D. Economic Development Report**

Kevin Fowler gave an update on economic development and was available for questions.

E. AAA Area Plan on Aging Updates

Celeste Vasquez provided an update to AAA Area on Aging and was available for questions.

F. AAA Program Updates

Celeste Vasquez gave an update on AAA updates and was available for questions.

**Matt McLachlan** asked if Meals on Wheels offered services in the SEAGO region and who the point of contact is. Celeste Vasquez let Mr. McLachlan know that Meals on Wheels is contracted in all 4 of SEAGO's represented counties and provided him the AAA central intake contact information.

G. Transportation Program Updates

Chris Vertrees gave an update on Transportation and was available for questions.

## VI. RTAC REPORT

**Kevin Adam** provided the Administrative Council with an RTAC update and was available for questions.

## VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

**Chair Brown** requested an update on the Executive Director position. Interim Executive Director Chris Vertrees informed the Administrative Council that former Executive Director Keith Dennis resigned on January 17<sup>th</sup> and more information will be provided at the February 21<sup>st</sup> Executive Board Meeting.

## VIII. FUTURE AGENDA ITEMS

No future agenda items were presented.

## IX. ADJOURNMENT

**Chair Brown** called for adjournment of the meeting at 10:14 a.m.



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 1, 2025  
**SUBJECT:** ELECTION OF OFFICERS

SEAGO's Bylaws (Article VII, Section C) provide for the election of one Administrative Council officer to represent each County in the region, with a rotation schedule to allow each County representative the opportunity to serve as Chair every four years. Per the Bylaws:

- There will be four officers elected – a Chair; a Vice-Chair; a Secretary; and a Treasurer. For the most part, the officer positions ensure there is someone available to chair the Administrative Council meetings. These officers also comprise the Administrative Committee who are authorized to make recommendations on time sensitive, program related business in between regular meetings.
- The Chair position rotates between counties. In FY 2025, the rotation raised the Graham County officer to the Chair position, the Cochise County officer to Vice-Chair, and the Greenlee officer to Secretary. The Santa Cruz County officer dropped to the bottom of the rotation to the Treasurer position. Jesus Valdez replaced Ron Robinson as the Santa Cruz officer.

In the election of your FY 2026 officers, the individuals elected last year (as listed below) can be retained to represent their respective counties, an entirely new group of officers may be elected, or a combination of new officers and existing officers may be elected to represent the four counties. However, regardless of the individuals serving in these positions, the rotation of the Chair, Vice-Chair, Secretary, and Treasurer will need to continue as described above.

The current slate of officers have agreed to continue if confirmed by the Administrative Council, with one exception. Vice Chair Dan Coxworth has left Cochise County. A new officer from Cochise County is needed. As of today's date, I have reached out to potential candidates and have not heard back. I will continue to work on an officer nomination for Cochise County. Note that these stated commitments do not preclude other nominations for the Cochise, Graham, Greenlee and Santa Cruz County officers.

If we continue with our current slate of officers, the following would be the rotation schedule for FY26:

Chair: Cochise County officer (currently vacant)  
Vice-Chair: Greenlee County officer (currently Derek Rapier, Administrator, Greenlee County)  
Secretary: Santa Cruz County officer (currently Jesus Valdez, Administrator Santa Cruz County)  
Treasurer: Graham County officer (currently Heath Brown, Town Manager, Thatcher)

**Attachments:** None.

**Action Requested:** ☐ Information Only ☒ Action Requested Below:

**A motion to elect a slate of officers of the Administrative Council for Fiscal Year 2026.**





# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 1, 2025  
**SUBJECT:** SUSTAINABILITY OF SEAGO'S FUND BALANCE

The purpose of this memorandum is to enable the Administrative Council and Executive Board to better understand the uses of fund balance (if any) in prior years, the amount of fund balance currently available, and to provide a projection of how long uses of fund balance may be sustained. This information is intended to guide decisions as to how much of the fund balance should be used in balancing the annual budget if or when such use is requested. The table below provides an overview of the increases (or uses) of fund balance over the last fifteen fiscal years:

End of Year Fund Balances <sup>1</sup>			
Fiscal Year Ending	Beginning Balance	Ending Balance	Fund Balance Surplus or (Use)
6/30/2010	\$ 1,921,455	\$ 1,877,819	(\$ 43,636)
6/30/2011 (Restated <sup>2</sup> )	\$ 1,451,014	\$ 1,297,124	(\$ 153,890 <sup>3</sup> )
6/30/2012	\$ 1,297,124	\$ 1,298,000	\$ 876
6/30/2013	\$ 1,298,000	\$ 1,136,413	(\$ 161,587 <sup>4</sup> )
6/30/2014	\$ 1,136,413	\$ 1,319,039	\$ 182,626
6/30/2015	\$ 1,319,039	\$ 1,382,732	\$ 63,693
6/30/2016	\$ 1,382,732	\$ 1,414,782	\$ 32,050
6/30/2017	\$ 1,414,782	\$ 1,636,984	\$ 222,202 <sup>5</sup>
6/30/2018	\$ 1,636,984	\$ 1,548,482	(\$ 88,502 <sup>6</sup> )
6/30/2019	\$ 1,548,482	\$ 1,589,976	\$ 41,494
6/30/2020	\$ 1,589,976	\$ 1,858,937	\$ 268,961
6/30/2021 (Restated <sup>7</sup> )	\$ 2,065,716	\$ 2,121,522	\$ 55,806
6/30/2022	\$ 2,121,522	\$ 2,122,490	\$ 968
6/30/2023	\$ 2,122,490	\$ 2,273,516	\$ 151,026
6/30/2024	\$2,273,516	\$ 2,416,323	\$142,807

The fund balance policy established by the Executive Board on February 27, 2015, sets the minimum unrestricted fund balance in the General Fund at 50% of the prior fiscal year's total operating expenditures. In FY 2024, operating expenditures were **\$2,168,562**. Fifty percent of FY 2024's operating expenditures is **\$1,084,281**. Fund balance (\$2,416,323) less 50% operating expenditures (\$1,084,281) conceptually makes **\$1,332,042** available for use in future budget years

<sup>1</sup> All figures are from audited financial statements for said years.

<sup>2</sup> In FY 11, the Arizona Department of Housing eliminated SEAGO from the Save My Home Program and recovered \$426,804 on deposit with SEAGO so that this funding could be used for foreclosure prevention assistance in the State's urbanized counties.

<sup>3</sup> Approximately \$152,000 of this amount was from the purchase of the SEAGO Highway 92 office building and associated property.

<sup>4</sup> Due to expenditures for improvements to the SEAGO office building plus amounts approved for program use in the FY 13 budget.

<sup>5</sup> FY 18 Legacy Foundation grant funds were received in May 2017 and posted as FY 17 revenues instead of deferred revenue for work to be performed in FY 18. Actual FY 17 fund balance surplus would have been \$22,202.

<sup>6</sup> Had the Legacy Foundation funds received in FY 17 been posted as deferred revenue for use in FY 18, there would have been a fund balance surplus of approximately \$111,498 (see footnote 5 above).

<sup>7</sup> Pursuant to Note 11 to the FY 2021 audited financial statements: "Beginning fund balance and net position, respectively, was increased by 206,779 to properly account for the understatement of accounts receivable in prior periods."

before the minimum level of fund balance will be reached.

The table below provides an overview of how long it would take to reduce the existing fund balance of \$2,416,323 to \$1,084,281 (the current minimum required) under several different deficit spending scenarios:

Impact of Fund Balance Use	
Annual Use of Fund Balance	Number of Years
\$ 5,000 per year	266
\$ 10,000 per year	133
\$ 15,000 per year	89
\$ 20,000 per year	67
\$ 25,000 per year	53
\$ 30,000 per year	44
\$ 35,000 per year	38
\$ 40,000 per year	33
\$ 45,000 per year	30
\$ 50,000 per year	27

As shown in the table above, SEAGO would be able to operate for a considerable period of time with moderate use of fund balance and still maintain an operating reserve of \$1,084,281. However, because almost all SEAGO's programs operate on a cost reimbursement basis, limited unrestricted revenue is generated in a given year that can be used to cover any program deficits that may occur. As a Council of Governments, SEAGO has no taxation authority. Apart from the annual assessment charged to our member entities, CDBG project administration fees, and a few limited programs within the AAA, SEAGO has no predictable source of unrestricted revenue. Therefore, at this time, there is no use of fund balance that could be considered 'sustainable' in the purest sense of the term.

As a result, SEAGO intends to adhere to the following guidelines to sustain the existing fund balance for as long as possible:

- 1) Track the use of fund balance annually to monitor the level of fund balance available for future years.
- 2) Present annual budgets that minimize the use of fund balance to the extent practicable.
- 3) Clearly identify any proposed use of fund balance in the annual budget approval process so that the Administrative Council and Executive Board have the option to control the amount of fund balance used.
- 4) Operate programs within their approved budgets and evaluate accordingly.
- 5) Continue seeking new grants and funding sources, and/or developing new programs and services that generate revenue to replenish any fund balance used.
- 6) Expense depreciation of buildings and improvements to the benefiting programs and use those funds to replenish fund balance that was used to purchase and improve these assets.

Attachments: None

Action Requested:

☒ Information Only

☐ Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 1, 2025  
**SUBJECT:** FISCAL YEAR 2026 ASSESSMENTS

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The proposed Assessment Schedule for Fiscal Year 2026 is attached for your review. We are happy to report that there are no anticipated increases in the per capita amount used to calculate the dues charged to SEAGO member entities (see Column b).

We are not expecting changes to the EDA planning assessment (see Column c). This assessment enables SEAGO to raise and commit matching funds required for our EDA planning grant. If EDA notifies us of an increase in our match requirement, we may need to choose whether to cover the increase with a one-time use of fund balance or update the member entity assessments accordingly.

I have reached out to Kevin Adam concerning RTAC assessment schedule for FY 26. He has advised that the RTAC Board will meet on April 28, 2025, to approve the FY26 RTAC budget. A recommendation will not be made to change the assessment, leaving the assessment unchanged from last fiscal year at 11.3 cents per capita (see Column d).

There are no program changes impacting the total FY 2026 assessment (shown in Column e). Our Strategic Plan adopted in August 2023 does call for exploration of potential expanded services such as a regional grants coordinator, grant search engine subscriptions, or reviving SEAGO's Housing Program to address the shortage of affordable housing choices across the region. Some of these objectives identify "developing equitable member entity assessments" to pay for these enhanced services. However, staff are not proposing changes to the assessment schedule for the upcoming fiscal year. Should staff propose changes for FY 2027, and if approved by our Executive Board, additional columns would be added to the assessment schedule as appropriate.

I'll do my best to answer any questions you may have at our meeting.

Attachments: FY 2026 Assessment Schedule.

Action Requested: ☐ Information Only ☒ Action Requested Below:

**A motion to recommend approval of the Fiscal Year 2026 Assessment Schedule to the Executive Board.**

FY 2026 ASSESSMENT SCHEDULE								
SouthEastern Arizona Governments Organization								
Draft Dues and Assessment Schedule								
Fiscal Year 2026								
SEAGO Member	2020 CENSUS (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Total FY2026 Estimated Assessment (e)	Members' Percent of Total FY2026 Assessment (f)	Total FY2025 SEAGO Assessment (g)	Total FY2010 SEAGO Assessment (h)
Benson	5,355	\$1,457	\$1,130	\$220	\$2,807	3.48%	\$2,807	\$2,055
Bisbee	4,923	\$1,546	\$1,038	\$202	\$2,787	3.45%	\$2,787	\$2,305
Douglas	16,534	\$3,720	\$3,488	\$680	\$7,888	9.78%	\$7,888	\$7,078
Huachuca City	1,626	\$650	\$343	\$0	\$993	1.23%	\$993	\$747
Sierra Vista	45,308	\$3,398	\$2,028	\$0	\$5,426	6.73%	\$5,426	\$17,798
Tombstone	1,308	\$916	\$276	\$54	\$1,245	1.54%	\$1,245	\$579
Willcox	3,213	\$1,009	\$678	\$132	\$1,819	2.25%	\$1,819	\$1,529
Cochise County*	47,180	\$3,539	\$7,690	\$973	\$12,202	15.13%	\$12,202	\$21,406
Pima	2,847	\$894	\$601	\$117	\$1,612	2.00%	\$1,612	\$954
Safford	10,129	\$2,532	\$2,137	\$417	\$5,085	6.30%	\$5,085	\$3,859
Thatcher	5,231	\$1,424	\$1,103	\$215	\$2,742	3.40%	\$2,742	\$1,992
San Carlos Apache Tribe	4,720	\$1,482	\$996	\$194	\$2,672	3.31%	\$2,672	\$2,365
Graham County*	15,606	\$3,511	\$3,292	\$642	\$7,445	9.23%	\$7,445	\$5,882
Clifton	3,933	\$1,235	\$830	\$162	\$2,226	2.76%	\$2,226	\$1,281
Duncan	694	\$486	\$146	\$29	\$661	0.82%	\$661	\$290
Greenlee County*	4,936	\$1,550	\$489	\$203	\$2,242	2.78%	\$2,242	\$1,836
Nogales	19,770	\$4,448	\$3,210	\$813	\$8,471	10.50%	\$8,471	\$8,486
Patagonia	804	\$563	\$170	\$33	\$765	0.95%	\$765	\$370
Santa Cruz County*	27,095	\$4,742	\$5,715	\$1,114	\$11,571	14.35%	\$11,571	\$10,275
SEAGO Region Totals	221,212	\$39,101	\$35,357	\$6,200	\$80,659	100.00%	\$80,659	\$91,089
*Unincorporated area only								

#### Notes to Assessments:

- (a) Calculations are based on the 2020 Census populations for each member entity. Census 2020 population figures will be used until the mid-decade population estimates are available.
- (b) In this column, SEAGO Member Dues are based on population blocks with the larger entities paying less per capita, and the smaller entities who generally need more services paying more per capita. **No change from FY25.**
- (c) The assessment provides matching funds for the EDA planning grant and related economic development activities. Calculations are based on a per capita rate, with entities who have economic development staff paying less per capita and the remaining entities paying more. **No change from FY25.**
- (d) RTAC assessment is based on the non-urbanized population of the region and the new rate of 11.3 cents per capita (increased from 9.8 CPC in FY22) as approved by the RTAC Board. **No change from FY25.**
- (e) The total for this column will depend on any final adjustments to the calculations of individual program assessment columns and decisions to use fund balance rather than assessments to cover anticipated expenses. **However, no changes are anticipated for FY 2025.**
- (f) This column displays the percentage of the total FY 2026 assessment each member's assessment represents.
- (g) Information is provided to compare total FY2026 to the total FY2025 assessment.
- (h) Information is provided so comparisons can be drawn between total FY2026 assessment and total FY2010 assessment.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** DINA CURTISS, ACCOUNTING MANAGER  
**DATE:** MAY 1, 2025  
**SUBJECT:** FISCAL YEAR 2026 BUDGET

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The SEAGO Fiscal Year 2026 Budget is attached for your review and consideration. The assumptions used in developing the FY 2026 budget are as follows:

- SEAGO member assessments remain unchanged from FY 2025.
- Congress will continue funding current programs at or above current levels.
- A \$150,000 contingency line item from the fund balance has been included in this year's budget for unanticipated expenses or events that may come up in FY 2026. The Administrative and Executive Committees will be informed of the need to use contingency funds as far in advance as possible.

The proposed FY 2026 budget worksheet provides a detailed overview of each program's budget. Program Managers have participated in the development of their program budget(s), and successful budget implementation will depend on diligent monitoring of revenue and expenditures by each Program Manager.

I will be happy to answer any questions you may have regarding the proposed budget at our meeting.

**Attachments:** Proposed SEAGO FY 2026 Budget

**Action Requested:** ☐ Information Only ☒ Action Requested Below:

**A motion to recommend approval of the Fiscal Year 2026 Budget to the Executive Board.**

AAA Revenue
Federal Funds
Federal Grant
Federal thru State Funds
Assessment Funds
Interest
Local Funds
In Kind Revenue
Unrealized Gain/Loss on Inv
Assessment Transfer
Transfer to/from fund balance
<b>Total Revenue</b>

## Expenses

## Operating Expenditures

Other

**Balance**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 1, 2025  
**SUBJECT:** CLASSIFICATION PLAN UPDATE

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In November 2023, an update to SEAGO's Classification and Compensation Plan was approved by the SEAGO Executive Board. Since that time, it has become necessary to realign that plan in response to program/administrative requirements, to provide upward mobility, and to be more reflective of the actual duties performed by staff. In addition, we have found the need to adjust pay grades to address severe retention issues involving case management staff. As a result, the following changes to our Classification and Compensation Plan are being requested:

## ***Information Technology Services***

**IT Manager:** As you are aware, our previous Executive Director (Randy Heiss) performed IT management for SEAGO for many years. His successor (Keith Dennis) also had a skill set that allowed him to assume some IT management duties with the assistance of an IT consultant and our GIS Analyst II. I lack that skill set to perform this function and to invest time in learning those functions would be cost prohibitive and time consuming. With 21 active positions, SEAGO has grown to the point that an IT Manager is needed to address the IT needs of the agency and staff. John Merideth our GIS Analyst II has a skill set that allows him to transition into the position of IT Manager. The cost will be minimal as John will maintain GIS Analyst duties.

**Technical Services Coordinator:** With moving John Merideth to IT Manager, the reassignment of his current duties is necessary. Those duties include our Pavement Management Assessment project, our traffic counting program, and our population data collection requirements. These duties fit in nicely with our Training Coordinator position that includes the upkeep of our Transit Asset Management and Training databases. No new costs are anticipated as they have already been included in our transportation and mobility management work program and budgets.

**GIS Analyst I and II:** These job classes have been moved from transportation to Information Technology Services.

## **Area Agency on Aging**

**Case Manager:** SEAGO has experienced extremely high turnover rates in our case management positions. The starting salary for the position is \$17.80 per hour. This is significantly less than other like positions in the Region as most case managers are starting above \$20.00 per hour. It is recommended that the pay grade be shifted from 102 to 105. This will shift the starting salary to \$20.60 per hour.

**Case Manager Supervisor:** To align duties with the position title and provide an upward mobility opportunity it is requested that this position be retitled from Case Manager Coordinator to Case Manager Supervisor. To avoid salary compression with the Case Managers, it is recommended that the pay grade be shifted from 105 to 107. This will result in a pay increase of .50 cents per hour.

**Health and Nutrition Program Coordinator:** SEAGO has tried for years to fill this position with very little luck. No one has held this position for more than a few months. Our current Ombudsman Program Coordinator has supported this program for several years. We are recommending eliminating this position and combining it into one position **Ombudsman/HPR Coordinator**. This better aligns with the duties being performed by the Ombudsman Program Coordinator. To address the additional duties, it is recommended that the pay grade be shifted from 104 to 107. This will result in a salary increase of \$2.58 per hour.

**Office Specialist II:** To provide upward mobility and to align current duties with the position title, it is recommended that this position be changed to **AAA Administrative Assistant**. It is recommended that the pay grade be shifted from 102 to 103. This will result in a pay increase of .50 cents per hour.

**Office Specialist I:** This position is split between 2 staff that perform information and referral services for the Area Agency on Aging. It relieves case managers from performing these services. It is recommended that the position title be changed to **Information and Referral Specialist**. Pay grade for the position will be 102.

From a budget standpoint, the elimination of the **Health and Nutrition Program Coordinator** position eliminates a salary of \$40,810 and ERE costs of \$14,283 from our operating budget. This more than covers the costs of the AAA salary recommendations above and will generate cost savings of \$19,205.

Job descriptions for active positions within the classification plan have been updated or are in the process of being updated to reflect the incumbents' current responsibilities. When we encounter a need to fill inactive positions in the classification plan, we intend to seek authority to do so through the budget process or request position specific action by the Board. Job descriptions for vacant, inactive or new positions will be updated or created as authority to fill them is granted. Updating job descriptions does not require Board approval, whereas updating our classification plan does.

Attachments: **Proposed Classification Plan updates.**

#### **Updated Organization Chart**

Action Requested: ☐ Information Only ☒ Action Requested Below:

**A motion to recommend approval of the proposed classification plan updates to the Executive Board.**

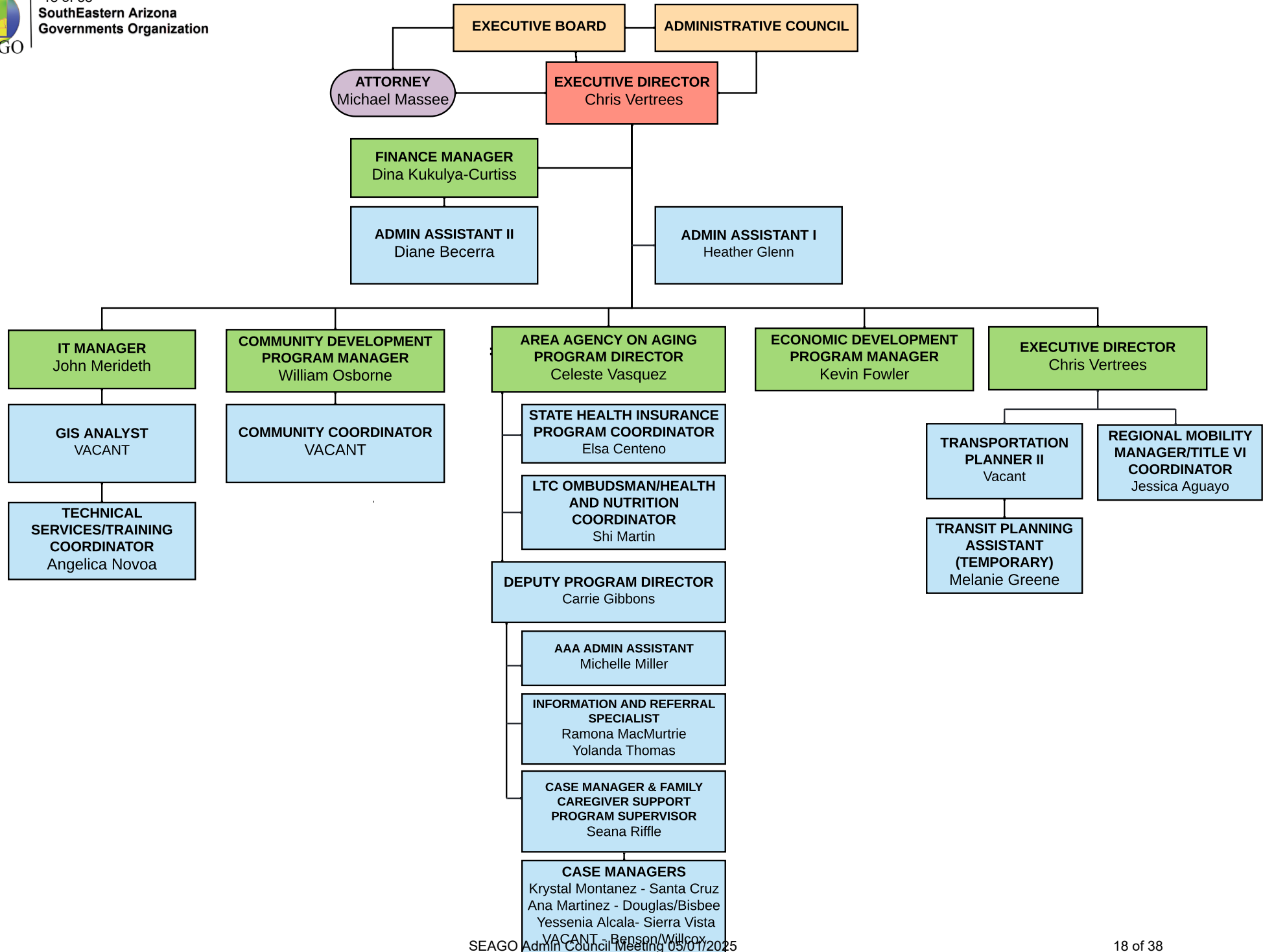


Job Code	Job Families and Job Classes	Current / FLSA	Incumbent
<b>Management</b>			
101	Executive Director	Exempt	Chris Vertrees
102	Area Agency on Aging Program Director	Exempt	Celeste Vasquez
103	Community Development Program Manager	Exempt	William Osborne
104	Economic Development Program Manager	Exempt	Kevin Fowler
105	Housing Program Manager	Exempt	Vacant
106	Transportation Program Administrator	Exempt	Vacant
<b>Administrative Services</b>			
155	Accounting Manager	Exempt	Dina Curtiss
175	Executive Assistant	Non-Exempt	Vacant
180	Community Coordinator	Non-Exempt	Vacant
190	Administrative Assistant II (FT)	Non-Exempt	Diane Becerra
195	Administrative Assistant I (PT)	Non-Exempt	Heather Glenn
<b>Information Technology Services</b>			
107	IT Manager	Exempt	John Merideth
630	GIS Analyst II	Non-Exempt	Vacant
635	GIS Analyst I	Non-Exempt	Vacant
640	Technical Services Coordinator	Non-Exempt	Angelica Novoa
<b>Area Agency on Aging</b>			
205	Deputy AAA Program Director	Exempt	Carrie Gibbons
210	Management Analyst I	Non-Exempt	Vacant
215	Care Coordinator	Non-Exempt	Vacant
220	Case Management Supervisor	Exempt	Seana Riffle
222	Case Manager II	Non-Exempt	Krystal Montanez
225	Case Manager I	Non-Exempt	Multiple
230	Health Insurance Assistance Program Coordinator	Non-Exempt	Elsa Centeno
240	Ombudsman/HPR Coordinator	Non-Exempt	Shira Martin
290	AAA Administrative Assistant	Non-Exempt	Michelle Miller
295	Information and Referral Specialist	Non-Exempt	Multiple
<b>Community Development</b>			
305	Planner II – Community Development	Non-Exempt	Vacant
310	Planner I – Community Development	Non-Exempt	Vacant
390	Senior Planning Specialist – CDBG (FT)	Non-Exempt	Vacant
395	Planning Specialist – CDBG (PT)	Non-Exempt	Vacant
<b>Economic Development</b>			
405	Planner II – Economic Development	Non-Exempt	Vacant
410	Planner I - Economic Development	Non-Exempt	Vacant
415	Economic Recovery Coordinator	Non-Exempt	Vacant
<b>Housing</b>			
505	Senior Housing Program Specialist	Non-Exempt	Vacant
590	Housing Program Specialist	Non-Exempt	Vacant
595	Housing Assistant (PT)	Non-Exempt	Vacant
<b>Transportation</b>			
605	Planner II – Transportation	Non-Exempt	Vacant
610	Planner I – Transportation	Non-Exempt	Vacant

615	Regional Mobility Manager	Non-Exempt	Jessica Aguayo
620	Assistant Regional Mobility Manager	Non-Exempt	Angelica Novoa
625	Training – Title VI Coordinator	Non-Exempt	Vacant

Class Code	Job Families and Job Classes	Salary Grade	Salary Range		
			Minimum	Midpoint	Maximum
		135	\$181,432	\$222,254	\$263,077
		134	\$172,793	\$211,671	\$250,549
		133	\$164,564	\$201,591	\$238,618
		132	\$156,728	\$191,992	\$227,256
		131	\$149,265	\$182,849	\$216,434
		130	\$142,157	\$174,142	\$206,127
		129	\$135,387	\$165,850	\$196,312
		128	\$128,940	\$157,952	\$186,964
		127	\$122,800	\$150,431	\$178,061
		126	\$116,953	\$143,267	\$169,582
		125	\$111,384	\$136,445	\$161,506
		124	\$106,080	\$129,948	\$153,815
		123	\$101,028	\$123,760	\$146,491
		122	\$96,217	\$117,866	\$139,515
101	Executive Director	121	\$91,636	\$112,254	\$132,872
		120	\$87,272	\$106,908	\$126,544
		119	\$83,116	\$101,817	\$120,518
		118	\$79,158	\$96,969	\$114,779
		117	\$75,389	\$92,351	\$109,314
		116	\$73,295	\$87,954	\$102,613
106	Transportation Program Administrator	115	\$69,804	\$83,765	\$97,726
102	Area Agency on Aging Program Director	115	\$69,804	\$83,765	\$97,726
155	Accounting Manager	114	\$66,480	\$79,777	\$93,073
107	IT Manager	113	\$60,300	\$72,360	\$84,420
103	Community Development Program Manager	111	\$57,428	\$68,914	\$80,400
205	Deputy AAA Program Director	110	\$54,494	\$65,632	\$76,571
605	Planner II – Transportation	110	\$54,694	\$65,632	\$76,571
615	Regional Mobility Manager	110	\$54,694	\$65,632	\$76,571
104	Economic Development Program Manager	109	\$52,089	\$62,507	\$72,925
105	Housing Program Manager	109	\$52,089	\$62,507	\$72,925
630	GIS Analyst II	109	\$52,089	\$62,507	\$72,925
220	Case Management Supervisor	108	\$49,609	\$59,530	\$69,452
610	Planner I – Transportation	108	\$49,609	\$59,530	\$69,452
635	GIS Analyst I	108	\$49,609	\$59,530	\$69,452
415	Economic Recovery Coordinator	107	\$47,246	\$56,696	\$66,145
640	Technical Services Coordinator	107	\$47,246	\$56,696	\$66,145
210	Management Analyst I	106	\$44,997	\$53,996	\$62,995
390	Senior Planning Specialist – CDBG (FT)	106	\$44,997	\$53,996	\$62,995
625	Training – Title VI Coordinator	106	\$44,997	\$53,996	\$62,995
222	Cas Manager II	106	\$44,997	\$53,996	\$62,995
175	Executive Assistant	105	\$42,854	\$51,425	\$59,995
305	Planner II – Community Development	105	\$42,854	\$51,425	\$59,995
405	Planner II – Economic Development	105	\$42,854	\$51,425	\$59,995
505	Senior Housing Program Specialist	105	\$42,854	\$51,425	\$59,995
620	Assistant Mobility Manager	105	\$42,854	\$51,425	\$59,995

Class Code	Job Families and Job Classes	Salary Grade	Salary Range		
			Minimum	Midpoint	Maximum
310	Planner I - Community Development	104	\$40,813	\$48,976	\$57,139
410	Planner I - Economic Development	104	\$40,813	\$48,976	\$57,139
180	Community Coordinator	103	\$38,870	\$46,644	\$54,418
190	Administrative Assistant II (FT)	103	\$38,870	\$46,644	\$54,418
215	Care Coordinator	103	\$38,870	\$46,644	\$54,418
230	Health Insurance Assistance Program Coord.	105	\$42,854	\$51,425	\$59,995
590	Housing Program Specialist	103	\$38,870	\$46,644	\$54,418
195	Administrative Assistant I (PT)	102	\$37,019	\$44,423	\$51,826
225	Case Manager I	105	\$42,854	\$51,425	\$59,995
240	Ombudsman/HPR Coordinator	107	\$47,246	\$56,696	\$66,145
290	AAA Administrative Assistant	103	\$38,870	\$46,644	\$54,418
395	Planning Specialist – CDBG (PT)	102	\$37,019	\$44,423	\$51,826
295	Information and Referral Specialist	102	\$37,019	\$44,423	\$51,826
595	Housing Assistant (PT)	101	\$35,256	\$42,307	\$49,358





# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRIS VERTREES, INTERIM EXECUTIVE DIRECTOR  
**DATE:** MAY 1, 2025  
**SUBJECT:** FUTURE MEETING DATES

The Administrative Council normally meets at 9:00 a.m. on the first Thursday of February, May, August and November at the Cochise College Benson Center, located at 1025 Highway 90 in Benson, Arizona. The Executive Board normally meets at 10:00 a.m. on Fridays, two weeks following the Administrative Council meetings unless there is a holiday, or unless the Board sets an alternative date. The location of each Executive Board meeting is determined by the jurisdiction hosting the meeting and therefore varies.

Administrative Council	Executive Board
February 6, 2025	February 21, 2025 - Cochise County
May 1, 2025	May 16, 2025 – Graham County
August 7, 2025	August 22, 2025 – Greenlee County
November 6, 2025	November 21, 2025 – Santa Cruz County

Also, below please find the tentative schedule for our combined telephonic Administrative and Executive Committee meetings in the upcoming 12 months:

Combined Administrative and Executive Committee Meetings (telephonic)
April 3, 2025 – 9:00 a.m.
May 29, 2025 – 9:00 a.m.
October 2, 2025 – 9:00 a.m.
December 4, 2025 – 9:00 a.m.

**Attachments:** None.

**Action Requested:** ☒ Information Only ☐ Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** DINA CURTISS, FINANCE MANAGER  
**DATE:** MAY 1, 2025  
**SUBJECT:** FINANCE REPORT

---

The SEAGO Statement of Revenues and Expenditures for the quarter ending March 31, 2025 is attached for your review.

I will be happy to answer any questions you may have regarding the Statement of Revenues and Expenditures at our meeting.

**Attachment:** Statement of Revenues and Expenditures, Quarter Ending 03/31/2025

**Action Requested:** ☒ Information Only ☐ Action Requested Below

**SEAGO**

21 of 38 Statement of Revenues and Expenditures - R&E that ties to Budget - Unposted Transactions Included In Report

From 1/1/2025 Through 3/31/2025

(In Whole Numbers)

		Cur Pd Actual	YTD Actual	Total Budget	% of Budget Used
<b>Revenue</b>					
General Fund	101	21,089	72,898	150,000	48.59%
Agency Response	301	(8,008)	60,647	45,302	133.87%
Community Development Block Grant	302	13,000	108,229	370,000	29.25%
Economic Development	303	26,758	76,262	110,358	69.10%
Public Transit	308	903	16,264	20,000	81.31%
State Planning & Research	309	39,970	136,963	143,250	95.61%
Area Agency on Aging	310	301,438	911,453	2,008,803	45.37%
Regional Mobility Management	311	49,205	123,269	162,500	75.85%
RMM Training	314	15,340	75,333	87,500	86.09%
Nogales Area Transit Feasibility Study	351	3,673	39,034	95,000	41.08%
United Way of Graham and Greenlee Counties	356	0	65,130	65,130	100.00%
Regionwide Pavement Assessment Project P...	357	33,448	99,667	111,801	89.14%
Bisbee Route Efficiency Study ADOT	358	16,168	36,379	75,000	48.50%
Santa Cruz Cnty Elgin School Remodel LSM	359	0	8,000	8,000	100.00%
BSERC Environmental Review	360	0	2,500	5,000	50.00%
<b>Total Revenue</b>		<b>512,983</b>	<b>1,832,029</b>	<b>3,457,643</b>	<b>52.98%</b>
<b>Expenses</b>					
General Fund	101	0	0	150,000	0.00%
Agency Response	301	6,547	34,615	45,302	76.41%
Community Development Block Grant	302	38,300	119,382	370,000	32.26%
Economic Development	303	37,845	71,419	110,358	64.71%
Public Transit	308	903	16,264	20,000	81.31%
State Planning & Research	309	39,970	136,963	143,250	95.61%
Area Agency on Aging	310	292,804	890,081	2,008,803	44.30%
Regional Mobility Management	311	49,205	123,269	162,500	75.85%
RMM Training	314	15,340	75,333	87,500	86.09%
Nogales Area Transit Feasibility Study	351	3,673	39,034	95,000	41.08%
United Way of Graham and Greenlee Counties	356	0	1,472	65,130	2.26%
Regionwide Pavement Assessment Project P...	357	33,448	99,667	111,801	89.14%
Bisbee Route Efficiency Study ADOT	358	16,168	36,379	75,000	48.50%
Santa Cruz Cnty Elgin School Remodel LSM	359	0	1,082	8,000	13.52%
BSERC Environmental Review	360	0	331	5,000	6.62%
<b>Total Expenses</b>		<b>534,202</b>	<b>1,645,292</b>	<b>3,457,643</b>	<b>47.58%</b>
<b>Balance</b>		<b>(21,219)</b>	<b>186,737</b>	<b>0</b>	<b>0.00%</b>





# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR

**FROM:** WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER

**DATE:** APRIL 21, 2025

**SUBJECT:** COMMUNITY DEVELOPMENT PROGRAM UPDATES

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## **Graham County Housing Feasibility Study**

The Graham County Housing Feasibility Study Steering Committee held its first meeting on January 29, 2025, and met February 26<sup>th</sup>, March 26<sup>th</sup>, and will meet on April 23<sup>rd</sup> ahead of a pair of Community Meetings scheduled for the afternoon and evening of April 30<sup>th</sup>. Grow America, Norris Designs and SEAGO will present findings and gather public input, and set course with next steps toward recommendations and implementation.

## **Better Cities Resilience Action Planning & Freeport McMoRan**

FMI has been considering directly commissioning the update of the Greenlee County Housing Feasibility Study to expedite procurement and minimize compliance and reporting requirements outside of core document update tasks. FMI Greenlee staff invited SEAGO Community Development to attend a Chamber of Commerce meeting on February 12, 2025 where discussions about funding opportunities, events and shareable resources to advance resilience in the business community were discussed.

## **Brownfields Assessment Grant & Rural Energy for America Program Grant – Coordination with New Economic Development Staff**

Community Development staff, Economic Development staff and Admin staff discussed the status of funding and administration of two ED grant projects – the Brownfield Assessment Grant (BAG) and Rural Energy for America Program Technical Advisory Grant (REAP-TAG). REAP is on-hold, and the BAG is focusing on administration and documentation for currently approved applicants.

## **WIFA Projects**

Staff have been coordinating with WIFA Environmental staff on existing contracted projects. A review of the 2022 SEAGO contract with WIFA may require review and future

amendment, particularly considering real costs of publication, procurement tasks, and travel related to labor standards interviews likely exceeds contracted amounts.

**Attachments:** None

**Action Requested:**

☒ Information Only

☐ Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT  
PROGRAM MANAGER  
**DATE:** MAY 1, 2025  
**SUBJECT:** CDBG Updates

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## CDBG Funding Continuity Inquiries

SEAGO Community Development staff continues to communicate with ADOH regarding status of Community Development Block Grant (CDBG) funding and awarded projects. At this time, funding remains obligated for the past and current years' CDBG Method of Distribution (MOD) communities.

## Regional Account Updates

In the last few weeks, ADOH has encouraged CD staff to request the Town of Duncan adopt the Housing Rehabilitation Guidelines (HRG) drafted by SEAGO, along with a resolution for homeowner relocation assistance that would be applicable for some home rehabilitation activities.

In another project, Duncan is gathering certifications of employee labor hours on the Water System Improvements (Hunter Estates) project (#121-24) toward receiving reimbursement on a final Request For Payment.

With an approved environmental review, the funded Bisbee Senior Center (CDBG #139-25) project is soon to go out for construction bids.

The comment period for the environmental review for the Town of Thatcher High School Avenue Sidewalks & ADA Improvements project is pending conclusion. Once finished with the Environmental Review Record (ERR), and ADOH approval, the project could be funded.

As the scope of funded ADOT improvements for Main Street have expanded to make original plans redundant, the Town of Pima may be considering an amendment of its funded CDBG project (#124-24) to focus originally-scoped street improvements for another

street located within the Low-Moderate Income-qualified Census Block Group of Pima (6711-2).

The City of Nogales had one bid for its Camino Del Sol Phase 2 water and wastewater improvements project (#123-24). ADOH expects a signed contract soon, after the City has considered scope changes based on different leverage funding sources.

Five weeks of construction activity have been completed for the City of Benson Lion's Park Improvements (#150-23) project. Labor Standards interviews continue with the invaluable assistance of Heather Glenn.

Clifton, Graham County, Santa Cruz County and Tombstone have held their initial CDBG public participation public hearings in February 2025. The resolution of application public hearings for each community are expected in the next couple of months.

### **Colonias CDBG: Continued Progress in Duncan and Patagonia, with Contractors Working On-Sites – Bisbee Close-Out Ahead**

Step-Up Bisbee/Naco completed construction on the 2<sup>nd</sup> group of owner-occupied homes and obtained completely authorized Project Closure Agreements in early March 2025 with the City of Bisbee and all Homeowner-Clients. The Saginaw Owner-Occupied Housing Rehabilitation (OOHR) project (#134-24) end date is May 30, 2025.

KE&G was selected by Patagonia for the Rothrock Alley Water System Improvements Colonias project (#119-25), and construction began on April 14, 2025. Labor Standards interviews are on-going to ensure all laborers of every contractor are interviewed to align with subsequently submitted payrolls for certification.

KE&G was selected by Duncan for the Wastewater Lift Station Improvements Colonias project (#118-25), and construction began on April 14<sup>th</sup>, and Labor Standards interviews have begun.

Please contact me if you have any questions, especially if you represent one of the communities expecting to receive Regional Account CDBG funds next year. It is never too early to begin planning and putting together a timeline for public outreach and project scoping and cost estimating.

Attachments: None

Action Requested: ☒ Information Only ☐ Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** KEVIN FOWLER, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** MAY 1, 2025  
**SUBJECT:** ECONOMIC DEVELOPMENT PROGRAM UPDATES

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## **CEDS FIVE YEAR 2025-2030 UPDATE AND EDA REVIEW**

Staff has begun the CEDS five year update. The CEDS are due on April 30, 2026 to the U.S. EDA-Economic Development Administration. A draft report will be submitted on or about October 30th, 2025 for review and consideration. Any proposed changes or modifications requested will be implemented into the final draft to be submitted on or about December 15, 2025.

A project kick-off meeting will be held with stakeholders in late May/early June. Our first meeting will be held via Zoom. SEAGO is pursuing funding opportunities to bring on a consultant to lead our public outreach efforts.

Relevant Socioeconomic and Demographic data is under development. It will be assembled and incorporated into the new CEDS version as data becomes available.

## **BROWNFIELD ASSESSMENT GRANT- BAG**

SEAGO will continue working on the above-mentioned Grant which is assisting Nogales and Clifton with two projects and is being coordinated by the SEAGO Community Development and Economic Development teams.

These assessments are designated Economic Development tools created to assist communities in Downtown Revitalization efforts. Property assessments are currently underway in Safford, Nogales, and Clifton with stage one completed in each locality.

Redevelopment of public and private structures and spaces are also part of the process.

## **RURAL ENERGY FOR AMERICA PROGRAM – REAP**

Work on this project was paused while the Federal government reviewed the program's contracts for DEI compliance. Work is expected to re-start by May 1, 2025.

Prior to stopping work, SEAGO has processed eight REAP applications in conjunction with our consultant Venture Catalyst in Cochise and Greenlee counties. The REAP program is funded by the USDA and supports Weatherization including Windows, Insulation, Caulking, Damp proofing, etc. to provide greater energy efficiency, conservation, resilience, and lower utility costs.

Renewable energy options covered by the program include Solar, Wind, and Geothermal options which help ensure greater resiliency and sustainability in the SEAGO region. Further federal funding for this program will be determined during the current 119th U.S. Congress. Further information will be provided as it becomes available.

## **ECONOMIC DEVELOPMENT ACTIVITIES**

The following economic development activities have occurred since our last meeting:

1) A meeting was held with Bisbee regarding affordable housing projects which included the Hillcrest property comprised of 36 units and land for additional units. Had meeting with the City of Bisbee regarding the proposed Hillcrest property into 36 Affordable Housing units in the near future.

Also discussed the Sierra Cobre property with 56 lots however there are Water approval issues with ADWR which forestalled a potential offer on property.

2) Traveled to Clifton for a meeting with the Hispanic Chamber of commerce to discuss Affordable Housing issues and ideas in Greenlee County and Clifton area. A plan for possible development in the area was presented by SEAGO.

3) Applied for additional funding from EDA to expand outreach in the region regarding Economic Development and enhanced community outreach over the next two years to supplement the new updated CEDS which is in the process of the 2025-2030 term updating with region wide meeting coming this summer after EDA review and comment.

4) Met with Greenlee County Board of Supervisors to discuss a possible new Workforce Housing development near the Y in the Clifton area. Presented a planning document and budgetary outline for their initial review. Further conversations to be undertaken after Board/Staff discussions.

5) Met with the Graham County Manager to discuss Affordable Housing ideas for the Safford area and options for funding and implementation on possible existing properties currently unused. Further discussions to take place. Identifying possible public/Private Partnerships.

6) Reviewing possible new Grant Funding sources from State partners such as GADA and private entities that are community minded and housing focused. Striving to diversify funding sources as directed by new Executive Director to make SEAGO more Resilient and Diversified to better weather Federal funding limits, freezes, or eliminations.

7) Reached out to over 20 various businesses for possible relocation/expansion for the SEAGO region focusing on low Water use entities. Looking to expand variety of restaurants and other services to provide additional jobs and service sector/ retail options for residents and visitors.

### **Action Requested:**

☒ Information Only

☐ Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

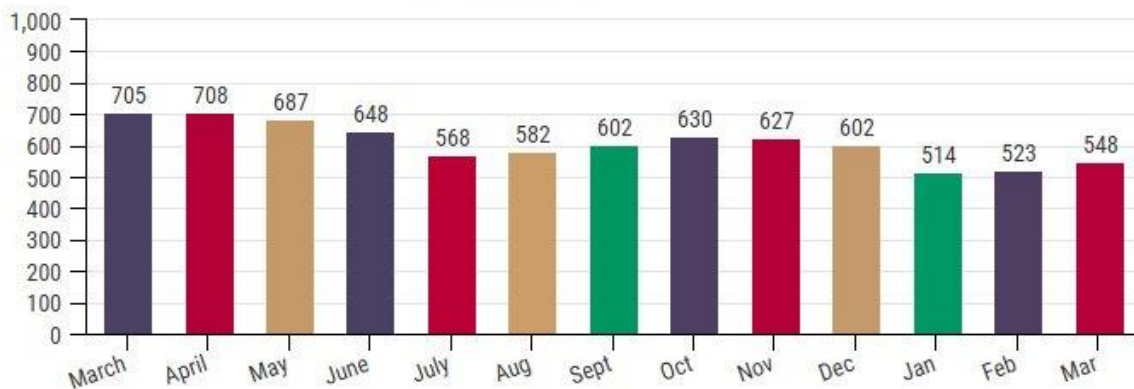
**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR  
**DATE:** MAY 1, 2025  
**SUBJECT:** AREA AGENCY ON AGING PROGRAM UPDATES

## Administration:

We currently have one vacancy within the program. This position is the Benson/Willcox Case Manager position. Ana Martinez, who has worked with children with special needs for over twenty-five years, has filled the Douglas Case Manager position. Yessenia Alcala, who has worked as a caregiver for over ten years, has filled the Sierra Vista Case Manager position. We are very lucky and happy to have them both on board.

## Case Management:

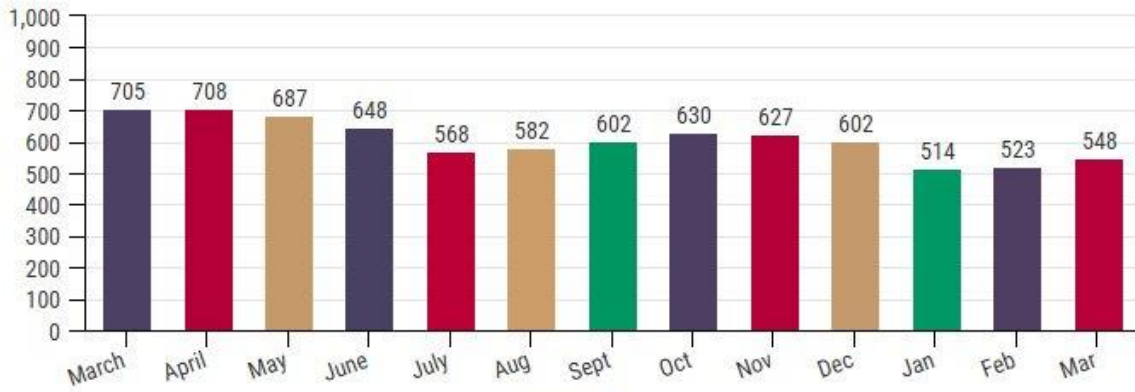
Total Monthly Case Load



## UPDATE

- SEAGO AAA serves 548 clients in case management for home and community-based services. We have 6 case managers. 4 in-house(1 vacant), 2 subcontracted, and a Case manager coordinator.
- Current Caseloads are below 120 clients per case manager
- SEAGO AAA has no plans to waitlist Case management

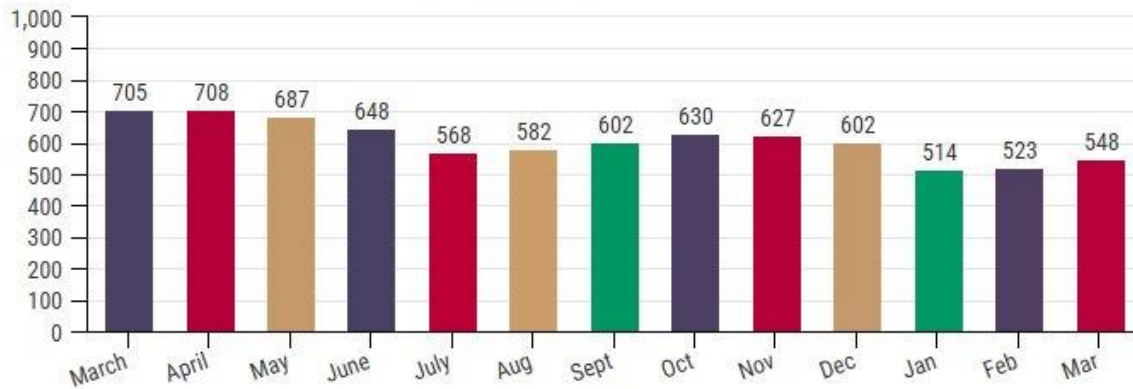
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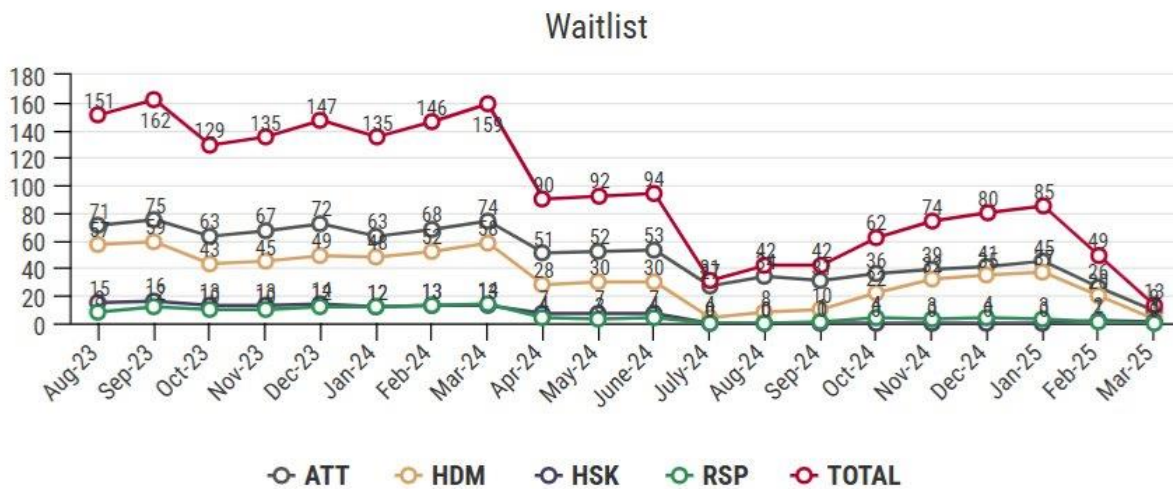
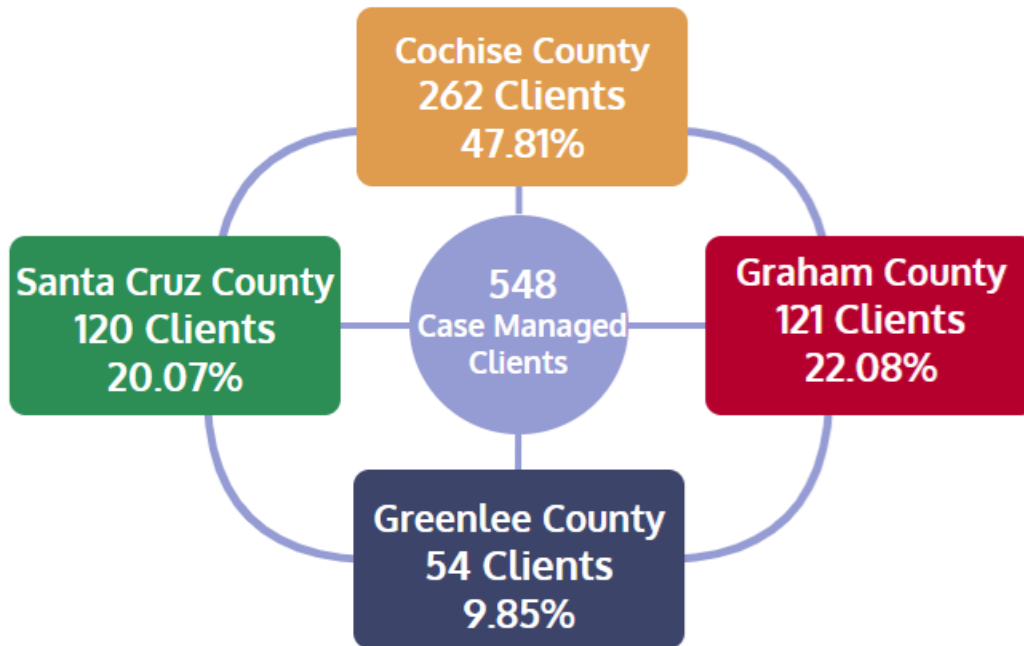
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## WAITLIST

- As of April 1st, we have 13 clients on the waitlist. 11 are there due to insufficient Provider staffing, and 2 are there due to being in a SNIF
- We are closely watching unit utilization, As all new Enrollments are going into active service.
- Our focus is on quality of service rather than the quantity of clients.

**Central Intake - Information and Referral:****Top 3 Ways I&R Received**

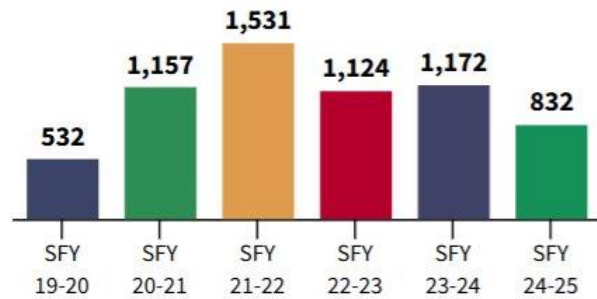
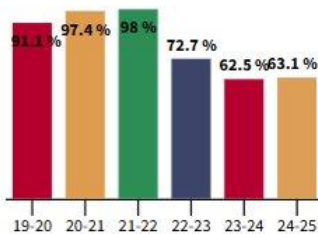
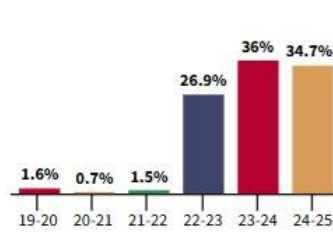
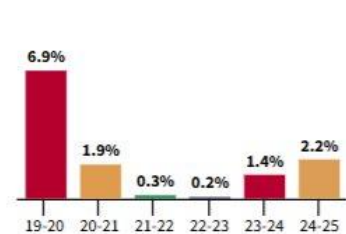
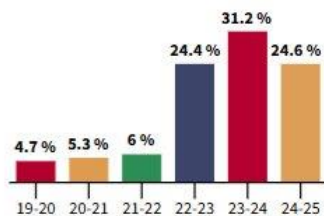
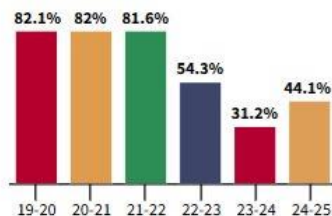
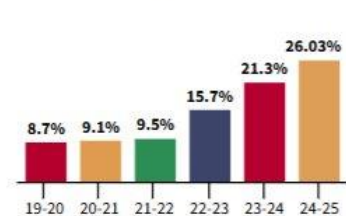
**Phone**  
63.1%

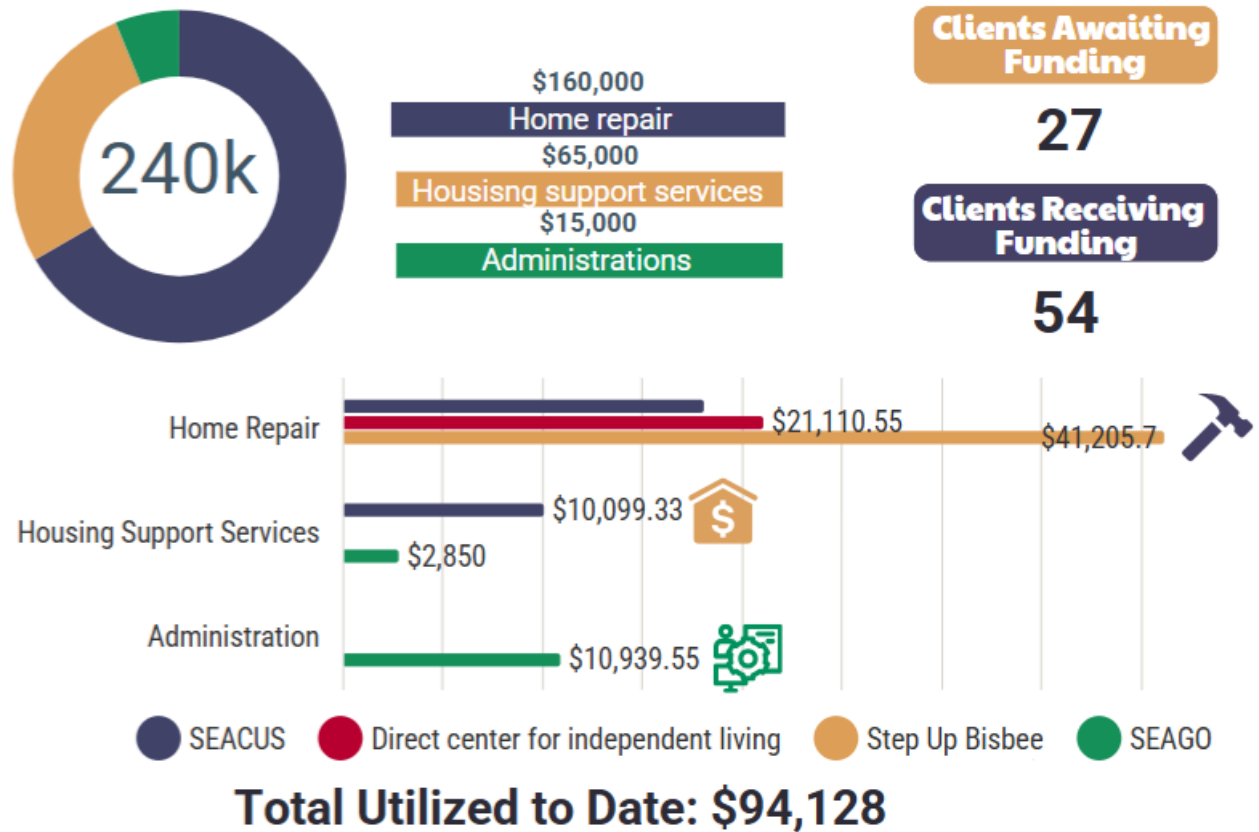


**Email**  
34.7%



**In-Person**  
2.2%

**I&R Calls Per SFY****THE BREAKDOWN****Phone****Email****In-Person****Types of Callers****Agency/Professional****Person over 60****Caregiver/Family Member**

**Housing Assistance Program:****Long-Term Care Ombudsman:**

Abuse, neglect, or exploitation can happen anywhere and can have lasting physical, emotional, financial, and behavioral effects on victims and economic and moral costs for our communities. The SEAGO AAA team will be attending and presenting at the Seventh Annual World Elder Abuse Awareness Day (WEAAD) Conference on Monday, June 16, 2025, in Phoenix. Additionally, we will host events at regional sites to educate and raise awareness about this issue among our seniors and communities.

SEAGO AAA will be holding the following events for WEAAD:

**Santa Cruz Council on Aging**

Tuesday, June 3, 2025, at 10:30 am

**Safford Senior Citizen Center**

Thursday, June 5, 2025, at 10:30 am

**Clifton Senior Center**

Friday, June 6, 2025, at 10:30 am

**Douglas: Location pending**

Tuesday, June 10, 2025, at 10:30 am

**State Health Insurance Program & Senior Medicare Patrol:**

Elsa Centeno has continued to collaborate with local health care providers. From this time last year, there has been an increase of 17% in health care provider referrals to our SHIP. In correlation with the increase in referrals, there has also been a 25% increase in processed applications for low-income subsidies in our region.

In continued collaboration with local agencies, SEAGO AAA and the City of Douglas partnered to bring the Arizona Attorney General to Douglas on April 22. She unfortunately had to cancel but will soon reschedule a Town Hall focused on Elder Scams.

Every May, the Administration for Community Living (ACL) leads the nation's observance of Older Americans Month (OAM), a time to recognize older Americans' contributions, highlight aging trends, and reaffirm our commitment to serving older adults.

The 2025 theme, Flip the Script on Aging, focuses on transforming how society perceives, talks about, and approaches aging. It encourages individuals and communities to challenge stereotypes and dispel misconceptions. This year, join us in honoring older adults' contributions, exploring the many opportunities for staying active and engaged as we age, and highlighting the opportunities for purpose, exploration, and connection that come with aging.

SEAGO AAA will be holding the following celebrations for OAM:

**Bisbee Senior Center**

Friday, May 2, 2025, at 11 am

**Santa Cruz Council on Aging**

Friday, May 16, 2025, at 11 am

**Safford Senior Citizen Center**

Wednesday, May 21, 2025, at 11 am

**Duncan Senior Center**

Thursday, May 22, 2025, at 11 am

**Action Requested:**☒ Information Only☐ Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR  
**DATE:** MAY 1, 2025  
**SUBJECT:** LEGISLATIVE UPDATE

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On Friday, March 14, 2025, the Senate passed a six-month continuing resolution (CR) that funds the government until the end of September. The CR level funds the Older Americans Act (OAA) programs. The bill also included extended funding for Medicare Improvements for Patients and Providers (MIPPA) programs for Area Agencies on Aging (AAAs) to continue outreach efforts to enroll low-income Medicare beneficiaries in cost-saving Medicare programs. This, however, is not a “clean” CR where every spending item remains frozen at the prior year’s level. The bill increases some programs and cuts others, and it leaves out the directive language that further spells out congressional intent for a portion of the spending.

Under this final FY 2025 CR, the OAA and other aging programs remain level-funded at Fiscal Year (FY) 2024 levels. Funding for State Health Insurance Assistance Programs (SHIPs) was specifically called out in the measure and is, again, level-funded.

In good news, language was added to the CR to extend funding for MIPPA programs for AAAs, SHIPs, and Aging and Disability Resource Centers (ADRCs) to continue outreach to enroll low-income Medicare beneficiaries in cost-saving Medicare programs until the end of FY 2025, which is September 30. A longer extension of the MIPPA program was, like OAA reauthorization, dropped from a year-end spending package in December.

On Thursday, March 27, Secretary Kennedy announced a massive reorganization of the Department of Health and Human Services (HHS), which included a plan to split the functions of the Administration for Community Living (ACL) into three other, existing agencies (the Administration for Children and Families, the Centers for Medicare & Medicaid Services, and the Assistant Secretary for Planning and Evaluation). It is unclear at this time if any specific programs currently administered by ACL will be cut or eliminated, but the HHS reorganization includes a deep reduction in HHS staff members.

**Attachments:** none

**Action Requested:**

☒ Information Only

☐ Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** JOHN MERIDETH, ACTING IT MANAGER  
**DATE:** MAY 1, 2025  
**SUBJECT:** INFORMATION TECHNOLOGY UPDATES

The following provides a summary of current Information Technology initiatives at SEAGO:

**Office 365 Migration:** In January 2025, SEAGO began migrating to Microsoft Office 365, transitioning from SmarterMail for email and calendar services. The migration was completed and became fully effective on April 1, 2025. Users will retain access to the previous system through the end of April to facilitate the transition.

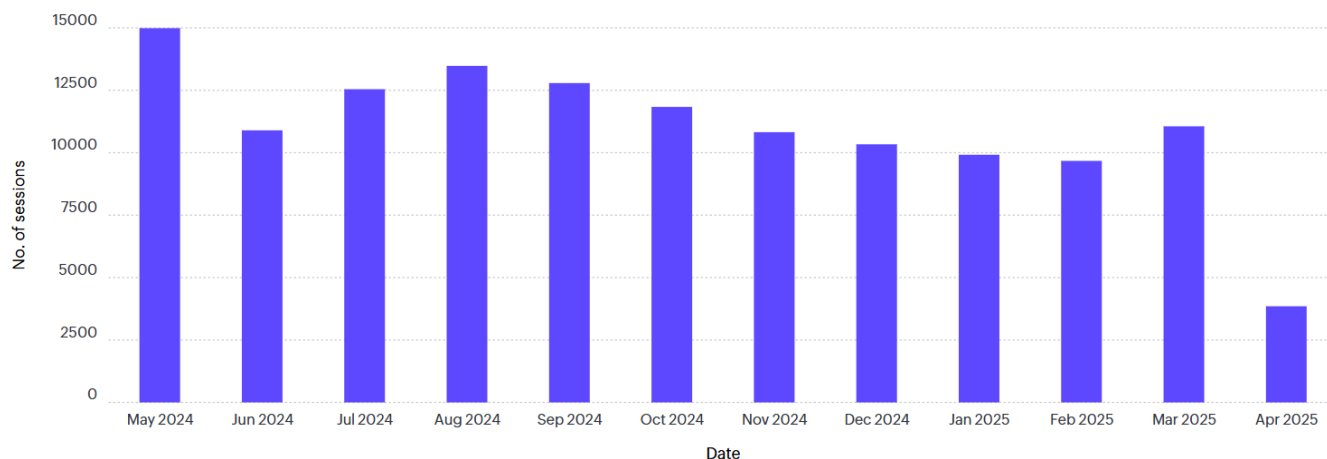
**Windows 11 Upgrades:** In preparation for Microsoft's end of support for Windows 10 on October 14, 2025, SEAGO is actively upgrading all desktop and laptop devices to Windows 11. The upgrade process is approximately 85% complete.

### **Website Analytics:**

The table below displays year-to-date page visits for each SEAGO website, along with the number of Google searches referencing SEAGO:

	Google searches	seago.org	seagomobility.org	seagotam.org	southeastarizonaeconomy.com
Jan-25	106	9,918	1,154	2,338	Coming soon
Feb-25	111	9,672	1,397	2,312	
Mar-25	106	11,057	1,698	3,014	

The following chart shows the monthly visits to [www.seago.org](http://www.seago.org) for the previous 12 months:



**Asset Management Database:** A centralized asset database has been developed to track equipment inventory. The system currently includes desktop PCs and laptops, and will soon be expanded to cover mobile phones, hotspots, tablets, and printers.

**Security:** In early March we installed a new security camera system that includes 4 outdoor solar cameras and 2 inside cameras (1 each in the main building and AAA building).

### **IT Roadmap: Upcoming Projects**

- Windows Server Installation – Deploy a local Windows Server to improve user, device, and group policy management.
- Office 365 Training – Launch in-house weekly training sessions to enhance user proficiency.
- Phone System Replacement – Replace the existing 2012 phone system with a modern, cost-effective solution (planned for Q3 2025).
- Disaster Preparedness – Evaluate and implement backup solutions for internet connectivity and power.
- Website Updates – Refresh website content and design for improved user experience.
- Help Desk Ticketing System – Develop a service ticket tracking database to log and manage technical support requests by user and program.

**Action Requested:**

☒ Information Only

☐ Action Requested Below





# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 1, 2025  
**SUBJECT:** TRANSPORTATION PROGRAM UPDATES

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The following is a brief update regarding the Transportation and Transit planning projects that SEAGO is currently involved in:

**SEAGO Road Pavement Assessment Project.** The SEAGO Administrative Council and Executive Board approved this project in August 2021 for \$200,000 Federal (STBG). This project utilizes new artificial intelligence (AI) road assessment technologies that convert a cell phone into a data collection device that can conduct pavement assessments, pavement marking assessments, road condition inventories, as well as traffic sign inventories, and sign condition assessments for SEAGO member jurisdictions. SEAGO staff performs the groundwork of driving local roadways and collecting roadway data. The data is uploaded to Vaisala AI system. The system then analyzes the data, establishes a roadway inventory, and assigns condition assessments to multiple segments of the roadway. The data is available to all our jurisdictions through a licensed database. All paved public roads not on the State system will be evaluated.

**Update:** *To date, SEAGO has completed over 80% of our local road network. SEAGO used this technology to support our Safety Plan and RTAC Priority Projects. Multiple SEAGO member agencies have used the database to develop road maintenance plans and view specific road issues. At our February 21, 2025, the SEAGO Executive Board approved a 1 year extension of the project.*

**RTAC Priority Project List:** Since 2022, the SEAGO TAC has developed a list of local projects for submission by RTAC to the State Legislature for consideration in State Budget. In FY24, the SEAGO Region did very well securing over \$30 million in projects. In addition, SVMPO planning area secured almost \$10 million in projects. RTAC requested that Greater Arizona COGs/MPOs develop a project list for FY25 budget discussions. Unfortunately, due to a significant budget deficit, our FY25 list went unfunded. RTAC once again requested Greater Arizona COGSs/MPOs submit a list for the FY26 budget year.

**Update:** *After discussions with TAC, SEAGO has re-submitted last year's list. Costs were updated to include a 20% inflation factor. A project booklet was completed and distributed to legislators at the Rural Transportation Summit. The booklet can be accessed at this link: <https://www.keepandshare.com/doc12/view.php?id=258072&da=y> House Transportation Chair Biasiucci is sponsoring this year's RTAC priority project legislation. Bill # is 2304.*

**Nogales Area Transit Feasibility Study:** The Nogales/Rio Rico area is the largest remaining community in Arizona that does not have a Public Transit Program. To explore the demand for a



transit system, SEAGO applied for a transit planning grant through ADOT last December. On March 30, 2023, SEAGO received a \$95,000 award to conduct Phase 1 of the Study. If a strong need/demand for service is identified, we will apply for Phase 2 (Implementation Plan) in ADOT's next transit planning grant cycle. The goal is to have a plan in place by January 2026 FTA Section 5311 application cycle.

**Update: The Draft Plan has been completed and has been posted for public comment. It is available at: <https://www.keepandshare.com/doc12/258268/nogales-area-transit-feasibility-study-2024-pdf-6-8-meg?da=y> .**

**SVMPO/SEAGO Joint Regional Highway Safety Plan:** In 2016, SEAGO and SVMPO partnered on a Regional Safety Plan. The project resulted in almost \$6 million in regional safety projects. The plan has exceeded its useful life as crash data in the plan was over 8 years old. SEAGO and SVMPO once again partnered on a plan update. ADOT Traffic Safety Section approved the project and ADOT/FHWA authorized funding for the project. Kimley-Horn was selected as the project consultant. The Southeast Arizona Transportation Safety Plan (SEAZ TSP) has been completed. It was approved by our Administrative and Executive Committees on December 12, 2024. It will be an active plan that will be updated as new data or project priorities change. The plan is available at: <https://www.keepandshare.com/doc12/258174/svm-po-seago-safety-plan-final-report-11-25-2024-pdf-29-4-meg?da=y> .

**Update: The Department of Transportation has released the fiscal year (FY) 2025 Notice of Funding Opportunity (NOFO) for the Safe Streets and Roads for All (SS4A) program. Established by the Infrastructure Investment and Jobs Act (IIJA), the Safe Streets and Roads for All grant program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. Over \$982 million is made available for FY26.**

**Our Southeast Arizona Transportation Safety Plan (SEAZ TSP) was developed to be SS4A compliant. If a project was identified in the plan, it can be used to pursue an Implementation Grant application. In addition, the Resolution by the SEAGO Executive Board approving the plan can also be used to support a SS4A grant application**

**Bisbee Transit Route Efficiency Study:** In December 2024, SEAGO with support from the City of Bisbee and City of Douglas applied for an FTA Section 5305 Planning grant to conduct the Bisbee Transit Route Efficiency Study. In March, SEAGO was advised that we received a grant for \$75,000. The study will review the current Bisbee Bus route structure and schedule in effort to make it more efficient and cost effective.

**Update: The Public Involvement Plan for the project has been completed. SEAGO hosted a project planning meeting with Bisbee and Douglas in September. A study TAC has been identified. Our planning team has ridden the Bisbee system on multiple occasions and a rider survey has been completed. The data collected is being analyzed and the draft report should be available in May. A public meeting to share the study findings is being planned for late May.**

**Action Requested:**

☒ Information Only

☐ Action Requested Below